

BUSINESS JUSTIFICATION TEMPLATE

Military Department

I. Executive Summary

The Military Department has 461 State positions that support Administration of the Department, Tennessee Emergency Management Agency, Army National Guard and Air National Guard which include four (4) training sites, eighty-four (84) Army National Guard Armories, three (3) Air Guard bases, one (1) Air Guard unit, and approximately 3,000 National Guard personnel.

Of the 461 State positions, 75 are currently vacant. While each position performs a critical function to support the efforts of the department, as part of the voluntary separation program, the Military Department will realign their work units to accomplish key functions of the department by reducing total staff numbers as outlined below:

The Adjutant General's Administration will eliminate two (2) positions

The Army National Guard will eliminate six (6) positions

The Air National Guard will eliminate six (6) positions

The Tennessee Emergency Management Agency will eliminate nine (9) positions

II. Business Justification and Assessment

341.01 – The Adjutant General's Administration

- Eliminate one (1) Administrative Services Assistant 3 (ASA 3)
 - Business Environment: This division has a total of six (6) ASA 3 positions that support the Fiscal Office, Procurement Office, and War Records Office.
 - Business Needs: These positions provide similar administrative support throughout the sections. The department will eliminate one (1) ASA 3 position by dividing work assignments between the remaining four ASA 3 positions.
 - Statutory Requirements: None
- Eliminate one (1) Executive Administrative Assistant 2 (Executive Service)
 - Business Environment: This section has a total of four (4) personnel that make up the Internal Review Section. The major function of this position is management of the internal review staff.
 - Business Needs: This section is responsible for investigating all Respectful Workplace Complaints; performing all Program Monitoring for the Department, internal investigations for management, ensuring Title VI Compliance, and monitoring other programs associated with the Department. The department will eliminate this position by reassigning the management of this section to the Administrative Services Director.
 - Statutory Requirements: Title VI of the Civil Rights Act, Policy 22 out of F&A, Respectful Workplace Policy out of DOHR, SCUMF Fund, as well as federal regulations regarding all federal funding programs.

341.02 – Army National Guard

- Eliminate two (2) Facility Construction Specialist 3 positions
 - Business Environment: This division has a total of six (6) Facility Construction Specialist 3 positions that support the Facility Engineering Division of the National Guard.
 - Business Needs: The department will eliminate two (2) Facility Construction Specialist 3 positions by dividing work assignments between the remaining four (4).
 - Statutory Requirements: None
- Eliminate one (1) Building Maintenance Worker (BMW) 3 in Middle Tennessee
 - Business Environment: There are a total of five (5) BMW 3 positions (three full-time and two seasonal) in the Middle Tennessee Region who provide routine and preventative maintenance to the Middle Tennessee Armories. Of these positions, two full-time positions are filled and one seasonal is filled.
 - Business Needs: The department will eliminate one full-time (1) BMW 3 position by dividing work assignments between the remaining two (2).
 - Statutory Requirements: None
- Eliminate one (1) Military Police Officer Supervisor
 - Business Environment: There are a total of two (2) Military Police Officer Supervisors (MPOS) in the Middle Tennessee Region of the Army National Guard. These positions work alongside contract personnel who support the same function.
 - Business Needs: Due to federal funding cutbacks for state positions to support the Army National Guard, the department is migrating to utilizing contract personnel for security forces at the main National Guard Headquarters on Sidco Drive. The department will eliminate one (1) MPOS and still provide adequate supervision to the contract personnel and remaining State MPO positions.
 - Statutory Requirements:
- Eliminate one (1) Military Police Officer
 - Business Environment: There are a total of five (5) Military Police Officer Positions assigned to the main National Guard headquarters on Sidco Drive in the Middle Tennessee Region. These positions work alongside contract personnel who support the same function. The department will eliminate one (1) MPO position and still provide adequate security of the National Guard Armory on Sidco Drive.
 - Business Needs: Due to federal funding cutbacks for state positions to support the Army National Guard, the department is migrating to utilizing contract personnel for security forces at the main National Guard Headquarters on Sidco Drive.
 - Statutory Requirements: None
- Eliminate one (1) Administrative Services Assistant 5 (Executive Service)
 - Business Environment: This position serves as the central point of contact for Army National Guard personnel to schedule travel, balance budgets, and track finances.

- Business Needs: This position was initially created to provide support to personnel in the Army National Guard division to assist with information flow going out and to channel information in to the Administrative Services Section. The department will eliminate this function by centralizing its functions under the Administrative Services Section.
- Statutory Requirements: None

341.03 – Air National Guard

- Eliminate one (1) Building Maintenance Worker (BMW) 3 in East Tennessee
 - Business Environment: There are a total of six (6) BMW 3 positions in the East Tennessee Region; four (4) of which are currently filled and two (2) vacancies. This job classification serves as the lead maintenance worker on staff and is responsible for ensuring that all daily preventative maintenance assignments are completed at the McGhee Tyson facility.
 - Business Needs: The department will eliminate one (1) BMW 3 and rely on the other two filled positions to provide leadership of less experienced workers at this facility.
 - Statutory Requirements: None
- Eliminate one (1) Building Maintenance Worker (BMW) 2 in West Tennessee
 - Business Environment: There are a total of three (3) BMW 2 positions in the West Tennessee Region; all of which are currently filled. This job classification provides routine building maintenance and works at the direction of the Building Maintenance Worker 3.
 - Business Needs: The department will eliminate one (1) BMW 2 in this location and rely on the other two (2) filled positions to provide routine building maintenance.
 - Statutory Requirements: None
- Eliminate one (1) Custodial Worker 1 in East Tennessee
 - Business Environment: There are a total of five (5) Custodial Worker 1 positions in the East Tennessee Region; four of which are filled, one overlapped, and one vacancy. This job classification provides routine cleaning and works at the direction of the Custodial Worker 2 at the McGhee Tyson facility.
 - Business Needs: The department will eliminate one (1) Custodial Worker 1 in this location and rely on the filled positions to provide custodial/cleaning support.
 - Statutory Requirements: None
- Eliminate one (1) Custodial Worker 2 in East Tennessee
 - Business Environment: There are a total of six (6) Custodial Worker 2 positions in the East Tennessee Region; all of which are currently filled. This job serves as the lead custodial worker by providing routine cleaning of the McGhee Tyson Facility and overseeing custodial worker 1 positions.
 - Business Needs: The department will eliminate one (1) Custodial Worker 2 in this location and rely on the other five (5) filled positions to provide routine cleaning and daily leadership of less experienced workers.
 - Statutory Requirements: None
- Eliminate one (1) Building Maintenance Worker 2 in East Tennessee
 - Business Environment: There are a total of six (6) Building Maintenance Worker 2 positions in the East Tennessee Region; five filled and one vacancy. This job serves as the lead building maintenance worker by providing routine cleaning of the McGhee Tyson Facility and oversees custodial worker 1 positions.

- Business Needs: The department will eliminate one (1) Building Maintenance Worker 2 in this location and rely on the other five (5) filled positions to provide routine cleaning and daily leadership of less experienced workers.
- Statutory Requirements: None
- Eliminate one (1) Administrative Services Assistant 5 (Executive Service)
 - Business Environment: This position serves as the central point of contact for Air National Guard personnel to schedule travel, balance budgets, and track finances.
 - Business Needs: This position was initially created to provide support to personnel in the Air National Guard division to assist with information flow going out and to channel information in to the Administrative Services Section. The department will eliminate this function by centralizing its functions under the Administrative Services Section.
 - Statutory Requirements: None

341.04 – Tennessee Emergency Management Agency

The Tennessee Emergency Management Agency has 104 positions in work unit 341.04 and currently has ten (10) vacancies. The agency proposes to eliminate nine (9) of the 94 filled positions in work unit 341.04. The agency will reorganize in order to utilize the remaining personnel to achieve the priority missions of the agency.

- Eliminate one (1) Emergency Management Area Coordinator in Middle Tennessee
 - Business Environment: There are seven (7) Emergency Management Area Coordinator positions assigned to the Middle Tennessee Region. These positions are responsible for coordinating emergency response for numerous counties in the Middle Tennessee Region of the State and may be assigned to counties in other regions of the State in the event of a large scale disaster. The position provides on-scene management to coordinate statewide relief during emergencies. It also provides training to local governments and volunteer organizations tasked with responding to emergencies.
 - Business Needs: The department will eliminate one (1) position in the Middle Region by realigning the counties for which the other six responders are responsible for coordinating with and offering assistance to during times of emergencies. This reduction in area coordinators in the Middle Region will increase the span of control of individual area coordinators from five (5) counties to six (6) counties.
 - Statutory Requirements: None
- Eliminate one (1) Emergency Management Area Coordinator in East Tennessee
 - Business Environment: There are seven (7) Emergency Management Area Coordinator positions assigned to the East Tennessee Region. These positions are responsible for coordinating emergency response for numerous counties in the Middle Tennessee Region of the State and may be assigned to counties in other regions of the State in the event of a large scale disaster. The position provides on-scene management to coordinate statewide relief during emergencies. It also provides training to local governments and volunteer organizations tasked with responding to emergencies. The reduction in area coordinators in the East region will increase the span of control for each area coordinator from five (5) counties to six (6) counties.
 - Business Needs: The department will eliminate one (1) position in the East Region by realigning the counties for which the other six responders are responsible for coordinating with and offering assistance to during times of emergencies.
 - Statutory Requirements: None
- Eliminate one (1) Administrative Services Assistant 2 in Middle Tennessee
 - Business Environment: This position works for the Public Assistance section of the Tennessee Emergency Management Agency (TEMA) consisting of three (3) total positions, two of which are filled. This section provides grant management and supports the Disaster Field Office during Presidential Declarations.
 - Business Needs: The department will eliminate one (1) position from this section by reassigning work to the remaining two (2) personnel assigned to the section.

- Statutory Requirements: None
- Eliminate one (1) Administrative Services Assistant 3 in Middle Tennessee
 - Business Environment: There are nine (9) Administrative Services Assistant (ASA) 3 positions in the Middle Tennessee region of TEMA, eight (8) of which are filled.
 - Business Needs: These positions provide dissimilar administrative support throughout the agency. These ASA 3 positions are spread over eight (8) distinctive work centers. Depending upon the location of the individual leaving the agency, the agency will most likely have to realign work centers to ensure that essential tasks are accomplished. The department will eliminate one (1) position by managing the remaining options.
 - Statutory Requirements: None
- Eliminate one (1) Administrative Services Assistant 4 in Middle Tennessee
 - Business Environment: There are four (4) Administrative Services Assistant (ASA) 4 positions in the Middle Tennessee region of TEMA.
 - Business Needs: These positions provide programmatic oversight of four disparate programs within the agency. The agency will realign functions and reorganize the programmatic oversight of these four functions. The department will eliminate one (1) position by realigning functions and increasing the span of control of the supervisors.
 - Statutory Requirements: None
- Eliminate one (1) Administrative Services Assistant 5 in Middle Tennessee
 - Business Environment: There is one (1) ASA 5 position in TEMA. This position works in the Administrative section which consists of seven (7) total positions.
 - Business Needs: The department will eliminate this position by dividing its work between the other members of this section.
 - Statutory Requirements: None
- Eliminate one (1) Database Administrator 2 in Middle Tennessee
 - Business Environment: There are two (2) Database Administrator 2 positions in TEMA, both of which are assigned to the Communication Technology which consists of 13 positions.
 - Business Needs: The department will eliminate one Database Administrator 2 position by selectively using temporary database administration labor to accomplish specific projects as required by the agency.
 - Statutory Requirements: None

- Eliminate one (1) Information Resource Support Specialist (IRSS) 3 in Middle Tennessee
 - Business Environment: There is one (1) IRSS 3 position in TEMA and it is assigned to the Information System section which consists of six (6) positions. The IRSS 3 provides network and PC support for TEMA staff members.
 - Business Needs: The department will eliminate the IRSS 3 position in TEMA and utilize the remaining IT positions, including an IRSS 5 for network and computer support.
 - Statutory Requirements: None
- Eliminate one (1) Emergency Management Administrator 2 in Middle Tennessee
 - Business Environment: There are six (6) Emergency Management Administrator 2 positions in Middle Tennessee. The positions oversee the Administrative Support and Response divisions of the agency.
 - Business Needs: The department will eliminate one position and combine services with other divisions of the agency. The agency will reorganize.
 - Statutory Requirements: None

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The Adjutant General
Military Department